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16 JUN 1982

MEMORANDUM FOR: Deputy Director for Administration

FROM:

Director of Information Services

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SUBJECT: OIS Weekly Report (9-15 June 1982)

Classification Review Division

CRD reviewed a total of 670 CIA documents (46,157 pages) and declassified 32.7 percent. In addition, 24 non-CIA documents (400 pages), 1 manuscript (400 pages) and 10,850 OSS cards were reviewed.

Records Management Division

An RMD officer met with the DDA/RMO, OC/RMO and OL/RMO to discuss a proposal to consolidate the Office of Communications and the Office of Logistics Registry and Records Management functions. Such consolidation may result in some savings of office space as well as provide for more efficient handling of the information services now performed separately. Future slot reductions are possible depending on the overall consolidation and merging of their individual functions and responsibilities.

RMD completed a survey of the ODP Registry and presented its findings to the Director of Data Processing (D/ODP). D/ODP was pleased with the survey and said he will adopt most of the recommendations, e.g., to increase, by three, the personnel needed to perform registry functions and to improve and tighten up ODP document control practices.

RMD continued working with the Office of Personnel (OP) Central File Room to streamline its annual retirement of separated employees' file folders to the Archives and Records Center. They also assisted in shifting the routing of a major portion of the name mail the File Room has been distributing back to Mail & Courier Branch, OL, which is responsible for this function.

A representative from the OTE Information Science Center briefed RMD on a seminar being prepared as a followup to the Orientation to Automated Records Systems (OARS) course. The objective of the seminar is to provide mid-level and senior MI Careerists with advanced training in the use of computer systems to solve information management problems. It is for ten days with extensive use of computer terminals for student exercises. The first running should be in November 1982.

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Regulations Control Division

RCD carried out 94 actions on issuances and reduced the division workload from 143 to 138 active jobs, in addition to processing 8 immediate and 4 priority notices and bulletins.

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Attachment:
As stated

EXO/OIS: (16 June 1982)

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